

1. The attached is a draft of a booklet which will be published by the Department of Energy in the near future. The information provided is excellent and covers the basic aspects of vanpooling.

2. For the vanpool program to be successful, a system has been established to communicate individual interest in vanpooling. The existing carpool locator boards in the various buildings will be used for this purpose. Vanpool application, form 1956b, will be available at buildings with locator boards and should be filled out by employees interested in either forming or participating in a vanpool. The form is self explanatory and should be placed in the slot corresponding to the map grid location where the employee resides. Buildings without carpool locator boards can obtain the vanpool application form in room 1J45 Headquarters or from the Headquarters locator board. These cards can then be posted on bulletin boards to solicit interest.

3. The following information may be beneficial to some employees:

a. Individuals interested in operating vanpools should contact their local Division of Motor Vehicles for details on obtaining special drivers permits. Permits required for the Metropolitan Area are as follows:

1. District of Columbia - None
2. Maryland - Class "C" license
3. Virginia - Chauffeur's license

b. Vans can be purchased or leased. Leasing normally requires a large deposit and a long term lease but the increased interest in vanpooling is creating changes and arrangements vary considerably for different companies. Maryland residents may lease a van without a deposit or long term lease by contacting VANGO, Inc. VANGO provides the deposit and guarantees the lease. For additional information call (301) 796-7665. Prince William County residents in Virginia may contact Dave Hunter in the County Planning Office for arrangements similar to VANGO's. For additional information call (703) 368-9171, extension 374. Anyone else interested in leasing a van must contact a commercial leasing firm.

c. The State of Virginia has funds available for experimental vanpool programs but the initiative is left to the individual counties. If you feel a state wide program similar to VANGO's should be established in Virginia, write your local county representatives or Mr. George M. Walters, Secretary of Transportation, P.O. Box 1475, Richmond, Virginia 23212.

d. For additional vanpool information or assistance,
please call extension [redacted]

DRAFT

Purpose of this Manual

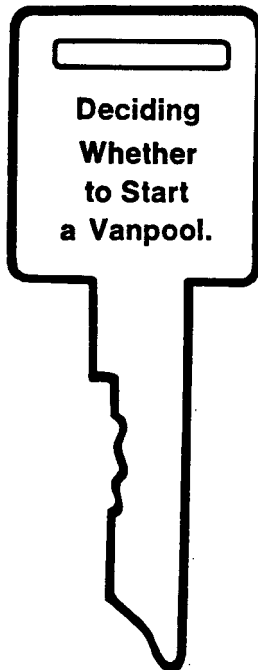
This manual was developed to provide a step-by-step guide for those people who wish to own and operate a vanpool.

October 1979

Prepared for and reprinted by
U.S. Department of Energy
Office of Conservation and Solar Applications
Washington, D.C. 20461



Applied Ridesharing Technology Inc.
P.O. Box 2105
Knoxville, Tn. 37901



How would you like to own a new van virtually free? Have a FREE ride to and from work? Pay only the cost of gasoline when you use the van for personal use?

Sound too good to be true? --- It is true, if you are a vanpool owner-operator. These advantages are just a few of the reasons why men and women all across the country have decided to become vanpool owners and operators.

Before you decide to start a vanpool, we suggest you first calculate all the advantages, including savings, and compare those to the costs and effort involved in operating a vanpool. This booklet is designed to assist you in making this decision; and, should you decide to start a vanpool, it will give you a proven method to help insure your success. The following pages include the step-by-step process.

Why Start a Vanpool?

Vanpooling Saves You Commuting Costs

How to Start and Operate a Vanpool

Selecting Your Van

Obtaining Insurance Coverage

Financing Your Van

Figuring Your Costs

Finding Riders Is Easier Than You Think

Getting Organized

Contacting Potential Riders

Maintenance

Keeping Records

Regulation

If you wish to carry only a few passengers and have them help you pay for only part of the van, this booklet will also help you.

“We Drive in a Vanpool Because...”

“I have use of the van for personal/family use.”

“We drive to work free.”

“Our plant gave us preferred parking. It sure is nice to be close to the entrance when it's raining.”

“My passengers didn't like driving in traffic so they chose to vanpool.”

“My riders have a good time commuting.”

“It's cheaper.”

“The vanpool keeps my car and about six others off the road.”

“The ability to use the van to go to meetings is a big asset to me. My only car is more available to my wife.”

“The van holds my four kids' bicycles when we go to the mountains on weekends.”

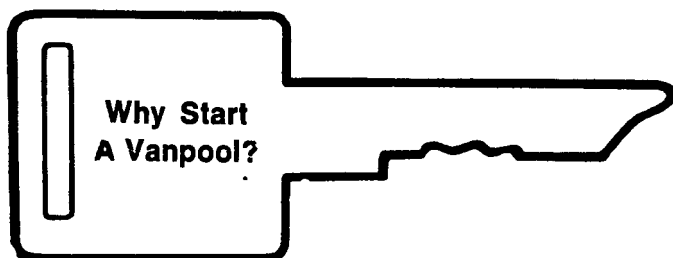
“I love driving the van.”

“I earn \$75 and up each month plus ride to work free.”

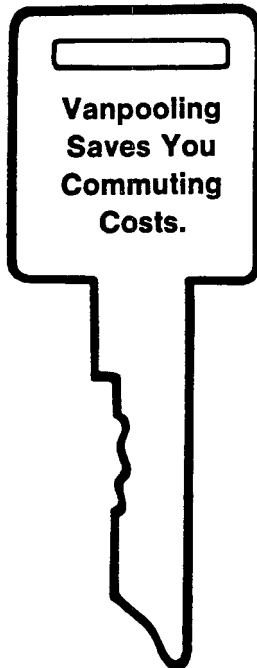
“Once I got started, I soon had a full van and a waiting list of riders.”

“We have our own commuting business.”

Why should you buy a van and start a vanpool? The experience of vanpool owner-operators throughout the country has shown they receive several benefits of which you should be aware:



- The owner-operator receives personal enjoyment from using the van evenings, weekends and for recreation; and the only expense to him is the low variable operating cost (gas). Riders pay for all fixed expenses on the van.
- Within three to five years, your riders' fares will enable you to own the van free and clear at no cost to you.
- Van owners who previously drove an intermediate size car 30 miles one way to work each day actually spent about \$1587 per year. By driving a vanpool, they receive a tax-free salary increase of \$132 per month because the driver rides to and from work free.
- In case of gas shortage vanpools are guaranteed commuting gas.
- Most drivers enjoy driving a van. For many, it is more satisfying to operate a van than the usual family car.
- Van owners can sell the car they used to commute to work with and pocket the dollars. The van can be paid for from the riders' fares. Or, if your commuter car is worn out, you can save the cost of investing in a new car.
- Drivers who keep the car they previously commuted with may lower their insurance costs by informing their agent that the car is no longer used for commuting.
- Somewhat unexpected, results have shown that the drivers consider the new friendships of the riders to be another benefit.



Most people underestimate the dollars they spend on their commuting vehicle. This is natural because the cost, in a sense, are "hidden;" but they are real. Detailed studies show that gasoline and oil represent about one-third of the total cost of operating a vehicle. Insurance, tires, maintenance and depreciation represent the other two-thirds. Maintenance costs, although perhaps infrequent, add up over a period of a year. The same goes for insurance costs and tire replacement costs.

Using the table below, it is possible to estimate the actual cost of operating your commuting vehicle.

EXAMPLE: How to figure your present commuting costs (traveling 40 miles round trip)

NOW
FIGURE YOUR OWN COST

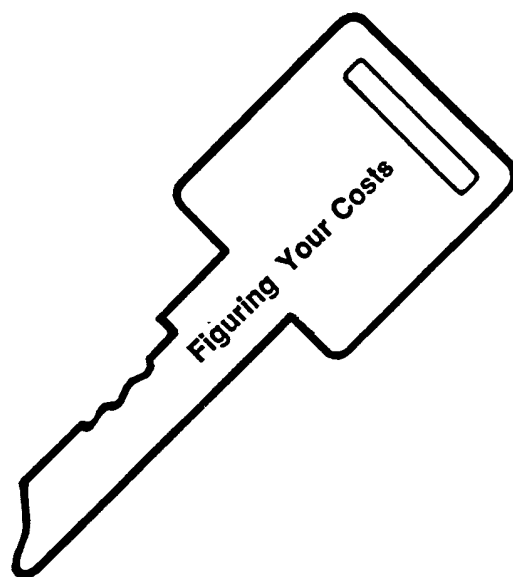
1. MULTIPLY (.21) x (40) Cost Miles Per Mile Per day	= \$ <u>8.40</u>	MULTIPLY (.21) x () Cost Miles per mile per day	= \$ _____
2. ADD Daily Parking Cost + <u>0</u>		ADD Daily Parking Cost + _____	
3. TOTAL DAILY COST	= \$ <u>8.40</u>	TOTAL DAILY COST	= \$ _____
4. MULTIPLY DAILY COST By number of working days per month	x <u>21</u>	MULTIPLY DAILY COST By number of working days per month	x <u>21</u>
5. COST PER MONTH TO DRIVE ALONE	= \$ <u>176.40</u>	COST PER MONTH TO DRIVE ALONE	= \$ _____
6. MULTIPLY by Number of Months	x <u>12</u>	MULTIPLY by Number of Months	x <u>12</u>
7. YEARLY COST	= \$ <u>2116.80</u>	YEARLY COST	= _____

NOTE: According to Hertz, the cost of operating a car in 1979 is 33¢/mile (assumes replacing every three years); The U.S. Department of Transportation estimates the cost of operating a standard size car in 1979 at 25¢/mile; We suggest you use 21¢ per mile.

officer, be sure to explain to him that you will be having an "income" from your riders of (*) dollars per month. Loan officers will almost always consider this income in regard to the amount of down payment required and the length of time payments. If your vanpool has a round trip of over 100 miles per day, you should not finance your van for over three years. Otherwise, 48-month financing is permissible. Don't overlook the possibility of leasing a van through companies like Hertz.

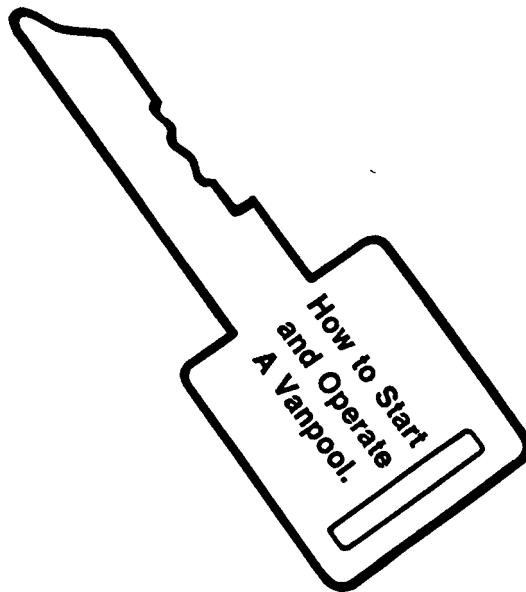
Now that you have found the idea of vanpooling interesting, you are probably wondering how a vanpool operates financially and what costs would be incurred if you purchased a van and became a vanpool owner/operator. We have prepared an example which offers a realistic picture of the financial aspect of your vanpool.

Before you begin to determine your vanpool's cost, you must first establish the round trip miles your van will travel and the cost of your van, including interest and insurance. Using the worksheet on the following page, you can now determine how your vanpool will operate financially as well as the fares you will need to charge the riders in order to cover these costs.



*See page 11.

Before you go out and buy a van, there are several things you should do. First, you should have a minimum one-way commuting mileage of at least 15 miles or have to travel to extremely high-cost parking areas or through high traffic congestion areas. The longer the trip, the more vanpooling saves.

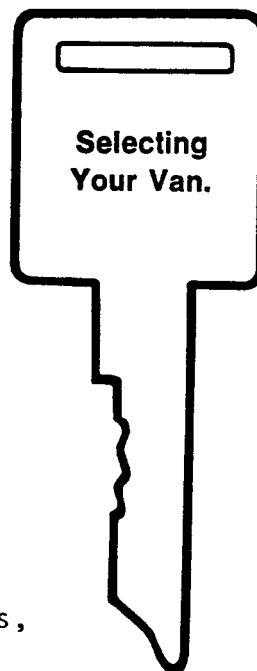


Second, you should identify your possible riders. Forming a vanpool involves finding people who live and work in the same general areas as you. It is important to understand that at this point you are just identifying the potential riders, not trying to sign up riders. There are several proven ways to locate potential riders. In addition to those you know personally, you can also use your employer's bulletin board*, as well as those of nearby employers to put up notices to solicit potential riders. Other good possibilities are advertising in any employee newsletter or shopper newspaper. The best method by far of locating potential riders is word of mouth, so talk it up with your friends and ask them to help you. Another method is to check with your employer's personnel office. Tell them what you are trying to do and ask them for a list of your fellow employees who live in your area. If you haven't by now come up with at least eight or nine, you might wish to check with the personnel offices of nearby employers to see if they can assist you in finding names of possible riders. When talking with personnel offices, ask for the names and addresses of fellow workers who have the same zip code as you.

Remember that you are looking for potential riders. When talking to prospective riders, just ask if they would be interested in riding if you started a vanpool. At this point don't try to talk the exact fare you will be charging, discuss only approximate figures. You only know the exact fare after you have purchased the van and insurance.

*You can make copies of the bulletin on page __ and use it to promote your vanpool.

Selecting your van is a very important decision, for not only does a van represent a large investment, but also its comfort and reliability has a lot to do with obtaining and keeping riders. Presently, twelve passenger vans are sold by Chevrolet, Dodge, Ford, GMC and Plymouth (Dodge, Plymouth and Ford also have fifteen passenger vans), so visit dealers and study the options, such as air conditioning. The extra costs, of course, must be balanced against the added willingness of fellow workers to join and stay with the van-pool as paying riders. Do not ignore the possibility of a good used van. Always remember that every day your van is in the shop you lose revenue, directly affecting your operating costs. (If you have questions about manufacturers' recalls on a vehicle, including vans, you can call the National Highway Traffic Safety Administration toll-free hot line - 1-800-424-9393.)



VAN RECOMMENDATIONS

Body

12-Passenger and 15-Passenger	318, 350, 351 engine (12)*
One-ton van	318, 350, 351 or 360 engine (15)*
Heavy duty shocks (both) front and rear	70-80 amp battery (both)
	60-65 amp alternator (both)
8.00 or 8.75 x 16.5 Tires	Electronic ignition
(8-ply rating because of heat build-up with 10-ply tires causing excessive wear; 60 lbs. sq. in recommended pressure.)	3.21-3.54 or similar rear axle ratio for improved gas highway mileage with both models 12 and 15 - the 4.10 ratio may be considered for mountains or all city driving
	Power steering and power brakes (front disc and rear drum)

*In order to keep gasoline mileage as high as possible, it is important to have the correct size of engine. The terrain your van will be traveling will greatly determine the size of engine needed (flat terrain, smaller engine; hilly terrain, larger engine).

- Most vanpoolers prefer a single rear door with a single window for the extra visibility.
- Double side doors with conventional latches for easy opening and closing seem to require much less maintenance than do the sliding doors.
- Floor mats are easier to care for than is carpeting; however, if carpeting is desired, a clear plastic runner should be used to prevent extreme soiling, especially with construction site vanpools.
- If a radio is desired, a fader switch is a must to maintain harmony among passengers and driver.
- The type of transmission depends on the preference of the driver. Manual transmissions get better gas mileage and usually withstand more punishment than do automatics; however, most suppliers offer only automatics. Also, it is much easier to find a back-up driver for your vanpool when your van is equipped with an automatic transmission.
- Magnifying lenses are available to aid visibility.
- Vinyl seats are easier to take care of and show less soil than do cloth or cloth-centered seats. Dark colors are recommended.
- Blind spot mirrors are a must and should be mounted on 5 x 7 side mirrors.
- Air conditioning is entirely a driver's and rider's preference and depends upon the climate of your area. When getting air conditioning and heating units, be sure to have both front and rear units installed to insure uniform temperature throughout the van. Sun screen windows substantially reduce the summer cooling load in many areas.
- Many experienced drivers prefer a 15-passenger van over a 12-passenger van for two reasons. One, it carries more riders; and, two, there is more passenger room when the van is not full. The additional purchase price is around \$600 and the operating costs are virtually the same, but you have three more riders to share the cost and more room.



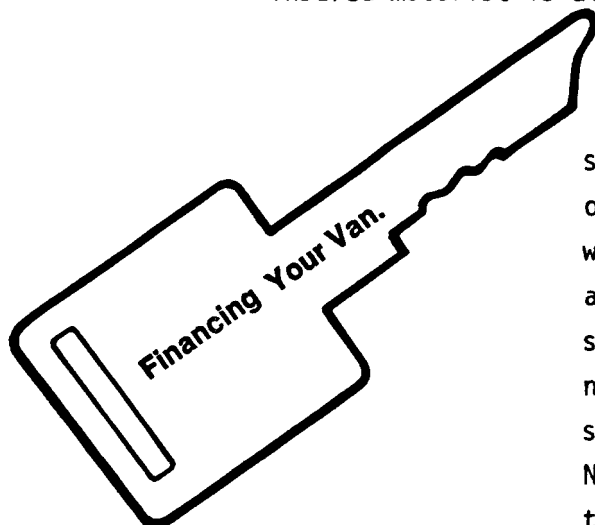
Obtaining insurance is an essential element of a vanpool operation. When talking to your insurance agent, indicate that you want to insure your van just as you would your private auto.

The fact that you are "carpooling" to work should not affect your insurance rate. Be sure not to say "vanpool" since in the jargon of the insurance industry, carpools are vehicles (car, pickup, station wagon or van) owned by an individual and a vanpool is a vehicle owned by a company or third-party operator. Therefore, vanpools operated by an individual are considered the same as carpools and insurance policies will be written from the private passenger car manual.

SUGGESTED INSURANCE COVERAGE:

Bodily injury liability - \$250,000 per person, \$500,000 per accident
Property damage - \$25,000 or \$50,000
Medical coverage - \$5,000 per person
Uninsured and
Underinsured motorist - \$250,000 per person, \$500,000 per accident
Comprehensive and Collision

NOTE: We strongly encourage you to have uninsured (underinsured) motorist coverage with the same limits as the liability coverage to protect you in case of accident where an underinsured motorist is at fault.



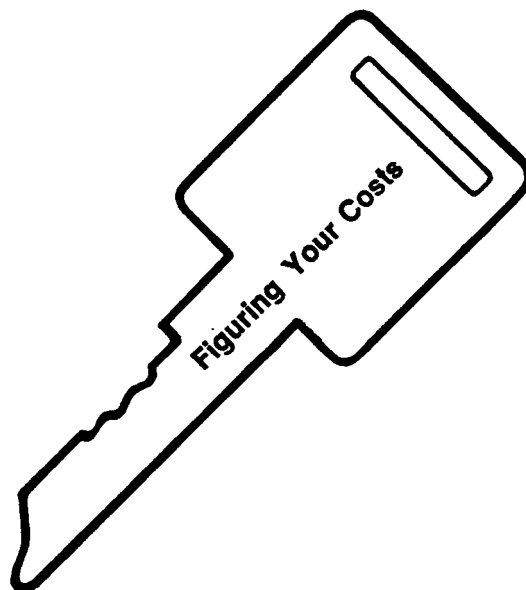
Financing your van is much the same as financing a car. Financing is often available through the dealer, but wise shoppers usually check the terms available at banks and credit unions. Be sure to shop around, for 100 percent financing is now available in many areas, such as in Washington, D.C. through Riggs National Bank. Many financing institutions may not be aware of the big advantages of vanpools; and, unless you explain them, they will look at your application for a loan just as they would a car loan. When talking to the loan

officer, be sure to explain to him that you will be having an "income" from your riders of (*) dollars per month. Loan officers will almost always consider this income in regard to the amount of down payment required and the length of time payments. If your vanpool has a round trip of over 100 miles per day, you should not finance your van for over three years. Otherwise, 48-month financing is permissible. Don't overlook the possibility of leasing a van through companies like Hertz.

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*See page 11.

HOW TO FIGURE YOUR VANPOOL'S OPERATING COSTS

(Example)

Expenses:

Variable Vanpool Expenses:

Gas	\$ 0.110/mi.	(a)
Maintenance	0.020/mi.	
Tires	0.015/mi.	
Oil	0.005/mi.	
	<u>\$ 0.150/mi.</u>	

x 1260 Monthly Mileage
 (60 mi./day x 21 days/mo.)

Total Variable Expenses

\$ 189-/mo.

Fixed Vanpool Expenses:

Insurance (\$ 600/yr. ÷ 12 mos.) = \$ 50-/mo.License (\$ 19.50/yr. ÷ 12 mos.) = \$ 1.63/mo.Payment for loan on van \$ 263.34mo. (b,c,d)

Total Fixed Expenses

\$ 314.97/mo.

Total Vanpool Operating Expense

\$ 503.97/mo.

Average Number of Passengers (Over 1 year period)*

÷ 10Required Monthly Fare per Passenger (to break even)\$ 50.40

Average Number Working Days per Month

÷ 21Required Daily Fare per Passenger (to break even)\$ 2.40

Number Work Days per Week

x 5Required Weekly Fare per Passenger (to break even)\$ 12.00

Passenger Cost per Mile

Daily Fare \$ 2.40 ÷ Daily Round Trip Miles 60 = \$.04

- NOTE: (a) 10 miles per gallon, gas costing not more than \$1.10 per gallon.
 (b) Cost of van \$10,000, financed 100%, 48 months, 12% annual interest rate.
 (c) Vans with a sticker price of around \$12,000 will usually sell for around \$10,000. These figures are based on a van cost of \$10,000.
 (d) Car you previously used for commuting to work can be sold and used as a down payment reducing monthly payments on loan.

*Above example is based on having 10 paying passengers. We suggest you base paying passenger break even point for fare purposes at 9 on 12 and 10 on 15 passenger vans. If you prefer you can increase this number thus lowering the fares to your riders.

Now, figure the cost of your vanpool's operation.

Expenses:

Variable Vanpool Expenses:

Gas	\$ 0.110/mi.	(a)
Maintenance	0.020/mi.	
Tires	0.015/mi.	
Oil	0.005/mi.	
	<u>\$ 0.150/mi.</u>	

x _____ Monthly Mileage
(_____ mi./day x 21 days/mo.)

Total Variable Expenses \$ _____/mo.

Fixed Vanpool Expenses:

Insurance (\$ _____/yr. ÷ 12 mos.) = \$ _____/mo.

License (\$ _____/yr. ÷ 12 mos.) = \$ _____/mo.

Payment for loan on van \$ _____/mo.
(Includes interest and depreciation)

Total Fixed Expenses \$ _____/mo.

Total Vanpool Operating Expense \$ _____/mo.

Average Number Paying Passengers (Over 1 year period) ÷ _____

Required Monthly Fare per Passenger (to break even) \$ _____

Average Number Working Days per Month ÷ _____

Required Daily Fare per Passenger (to break even) \$ _____

Number Work Days per Week x _____

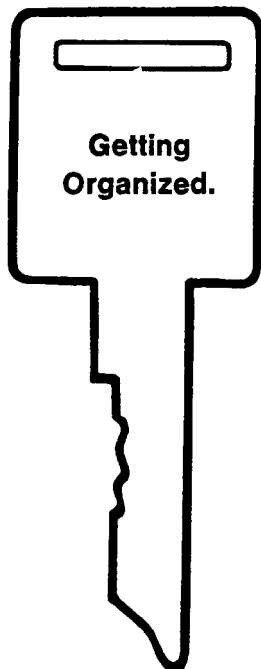
Required Weekly Fare per Passenger (to break even) \$ _____

Passenger Cost per Mile

Daily Fare \$ _____ ÷ Daily Round Trip Miles _____ = \$ _____

Note: (a) Gas costing not more than \$1.10 per gallon

Depending upon the size of your van, 12 or 15 passenger, we suggest you set passenger break even point at a minimum of 9 paying passengers for a 12 and 10 paying passengers for a 15 passenger van.



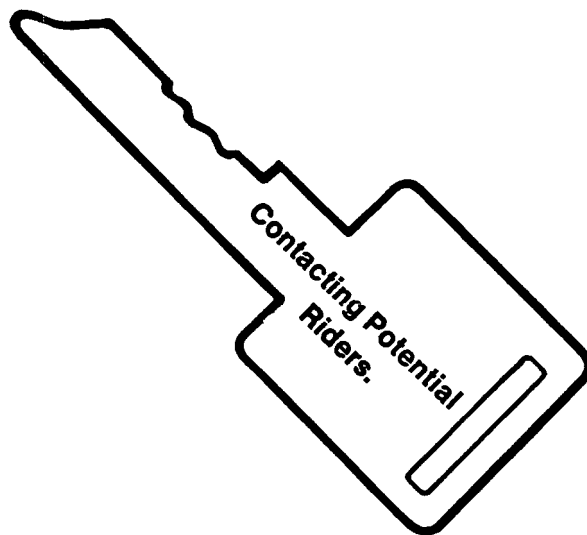
How do you go about getting started? Some of the following steps may seem small but we assure you that they are extremely important at the outset of organizing a vanpool. These include:

- Setting your Route and Pickup Points;
- Finding Riders;
- Obtaining a Chauffeur's License (if necessary);
- Taking a Defensive Driving Course;
- Planning for Maintenance and Vehicle cleaning; and
- Keeping records.

Setting your route, of course, ties closely to recruiting riders, for the round trip mileage determines rider fares. The first thing a prospective rider will ask you is how much it will cost. After you have established your approximate route, you can determine your rider rates using the section "Figuring Your Costs." Remember when talking to a prospective rider that you want to keep down your commuting time, along with your daily commuter miles. Riders are best located in nearby neighborhoods or along your normal route to work. In general, all vanpool riders pay the same fare and for this reason must all live relatively close to where you live. Remember you should not plan to pick up riders along your route since all riders should pay the same fare (it makes things much easier this way). To reduce commuter time, miles, and rider costs, experience has shown the majority of riders are not picked up at their homes but at several centrally-located pickup points, such as a shopping center or church parking lot. The number of pickup points should be held to a minimum in order to keep driving time as short as possible.

In the section "How to Start and Operate a Vanpool" you determined if you had enough potential riders to have a successful vanpool. Now that you have established your round trip miles and the fares you will charge your riders, you are ready to start.

From the list of potential riders you obtained in the section "How to Start and Operate a Vanpool" you should now start contacting potential riders.



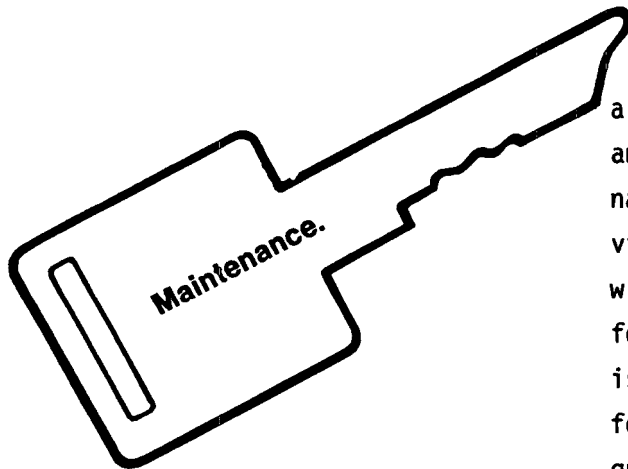
When talking to your prospective riders you should keep in mind the cost of driving alone.

The cost is about 20 cents or so a mile compared to the 4 or 5 cents a mile passengers would pay to ride in your vanpool. Experience has shown that you don't need to start your vanpool with a full load of passengers as long as you have the potential group to draw from. It is much easier to recruit riders once the vanpool is operating since you will soon have a full van and a waiting list.

"Rider Rules" outline the responsibilities of your rider to you, such as being on time and notifying you if they do not need a ride, and also outlines your responsibilities to the rider, such as being on time and waiting no more than three minutes for a rider. We suggest that you have the vanpool rules on a flyer to give to each rider. These rules should include stating the pickup and

departure times and locations, rules on courtesy stops, a rule on smoking and rules regarding monthly payments for riders. It is suggested that riders pay on a monthly basis even if they don't ride one day. If you allow riders to pay only when they ride you will not be able to meet van costs because the bank does not reduce your payment when you don't drive. We suggest all your riders have a list of phone numbers (home and work) of all their fellow riders. (See example of a Rider's Rules you could give each of your riders.)

A Defensive Driver Course is strongly recommended for all drivers and their backup drivers. One course, the National Defensive Driving Course, has proven to reduce traffic accidents by as much as 50 percent.



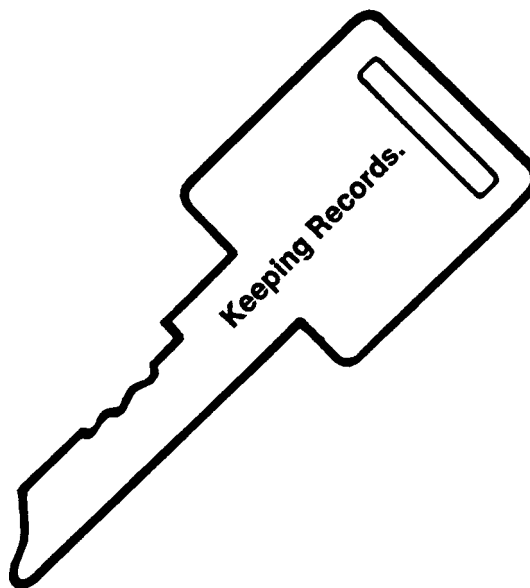
Maintenance and van cleaning, although routine, is very important and should be planned. Some maintenance can be done by you or by a service station, but sooner or later you will have to take your van to the shop for maintenance. As far as maintenance is concerned we strongly recommend you follow the van owner's maintenance guide to insure your van receives the best possible preventative maintenance. A little extra care along the way can help prevent big future problems. You will want to find a garage that will maintain your van during the day while you are at work, during the evening while you are at home, or which will provide you with a backup vehicle to use while yours is in the shop.

Weekly cleaning and washing, along with periodic oil changes and repair should be performed regularly. It is recommended that you carry in your van a fire extinguisher (5-BC rating or better), a 10-unit first aid kit, a triangular stopped vehicle warning sign and an assortment of spare electrical fuses.

Backup drivers (preferably two or more) should be chosen from reliable passengers who have good driving records in the event of your illness or vacation. Your backup drivers should be individuals who have dependable work habits and who are willing to assume responsibility. You may wish to make arrangements with your backup drivers to form carpools when your van is in the shop for maintenance or when other emergencies arise in order to minimize any last-minute problems.

Perhaps most important is the requirement that the driver be courteous and friendly to the van passengers. Experience shows that strong friendships naturally evolve from commuting together and that finding the right "mix" of people over time can make vanpooling even more rewarding.

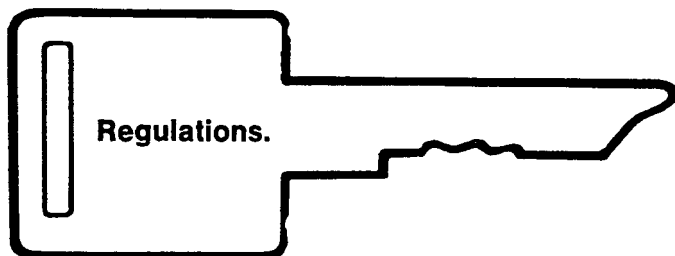
Keeping Records. Although not needed for income tax purposes, keeping good records is extremely important. The Internal Revenue Service generally looks upon monies generated in vanpooling to and from work as being the same as carpooling and says that it does not give rise to taxable income or deductible expense (see IRS Ruling 55-555).



We strongly suggest you establish a separate bank account for your vanpool. It is important that you set aside monies for gas, maintenance, tires, insurance and periods when your ridership may be down temporarily. It is

very important that you set aside 4¢ per mile for tires, maintenance and oil during the first year warranty period to provide for maintenance costs later on.

BE SURE to tell your employer (personnel department) about your vanpool for many employers will provide VIP parking for vanpools. Your employer will be glad to have you start a vanpool because it will save six or eight very expensive parking spaces, insure that all your passengers get to work on time and provide other benefits that are helpful to the employer.



The Federal Government has exempted vanpools from regulation by the ICC and many states' Public Service

Commissions have done the same. The Surface Transportation Act of 1978 exempted vanpools that crossed state lines. Thirty-two states have passed state laws exempting vanpools. Six states did not regulate shared expense vanpools. In the remaining states the regulatory bodies have generally made broad interpretations to encourage vanpooling. In 1979, the National Committee on Uniform Traffic Laws and Ordinances developed a very broad model ridesharing law which will be introduced in many states in 1980. In general the regulatory barriers to vanpooling have largely been eliminated.

EXAMPLE

HALLS AREA VANPOOL

-- Welcome aboard!

-- The following times will be adhered to until improvements can be made.
The vanpool will not wait beyond the stated departure times.

Morning - 7:18 Departs Halls Shopping Center
7:45 Estimated arrival time at Forrestal
7:50 20 Mass. Ave.

Evening - 4:40 Leaves 20 Mass. Ave.
4:45 Leaves Forrestal
5:10 Arrives Halls Shopping Center

-- As a courtesy to your fellow vanpoolers, please inform a driver or rider if you will not be traveling with us.

-- No smoking in the van.

-- The fares are payable to Bob by the first of each month.

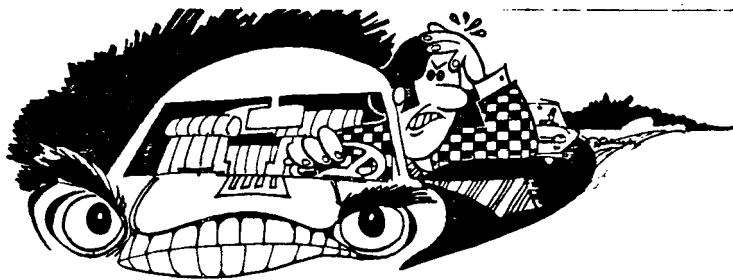
\$30 (A monthly rate with no credit for time off)

or

\$ 2 (A daily rate for those not on the monthly rate)

-- Vanpool driver:	Bob Smith	555-3048 office	555-1211
Backup drivers:	Mary Andrews	555-3847	555-7962
Riders:	Mike Tallent	555-2838	555-2287
	Tom Spencer	555-9957	555-2970
	Bob Emerson	555-7895	555-5501
	Susan Jacobs	555-3849	555-7433
	Sally Aungst	555-8203	555-9347
	James Booker	555-0990	555-8998
	Sharon Stepp	555-4832	555-2011
	Patti Mitchell	555-4950	555-5683
	John Everett	555-2822	555-6473
	Lewis Morgan	555-7362	555-2835
	Stan Scott	555-8081	555-6782

Get to work without getting hassled.

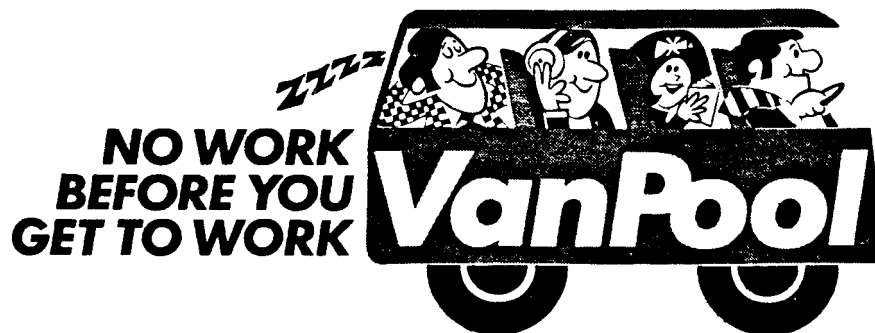


No traffic jams to frazzle nerves. No slow moving cars to try your patience. No weaving in and out to get out of a tie up. And no work before you get to work.

When you Vanpool you can read the morning paper, chat with a neighbor, play a game of cards, catch a cat-nap, or start a novel. And you get picked up and dropped off at the door.

You can drive yourself crazy just driving to work. Or you can take it easy when you Vanpool.

VANPOOL FROM - _____
Call for Information - _____



EXAMPLE

HALLS AREA VANPOOL

-- Welcome aboard!

-- The following times will be adhered to until improvements can be made.
The vanpool will not wait beyond the stated departure times.

Morning - 7:18 Departs Halls Shopping Center
7:45 Estimated arrival time at Forrestal
7:50 20 Mass. Ave.

Evening - 4:40 Leaves 20 Mass. Ave.
4:45 Leaves Forrestal
5:10 Arrives Halls Shopping Center

-- As a courtesy to your fellow vanpoolers, please inform a driver or rider if you will not be traveling with us.

-- No smoking in the van.

-- The fares are payable to Bob by the first of each month.

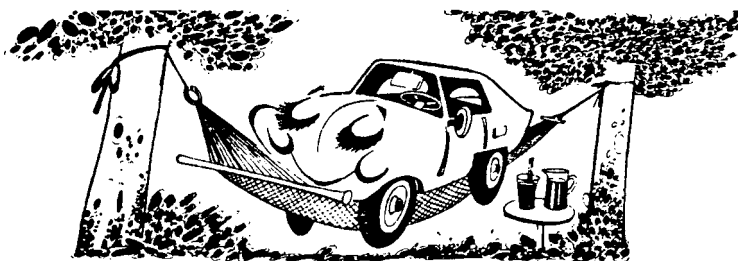
\$30 (A monthly rate with no credit for time off)

or

\$ 2 (A daily rate for those not on the monthly rate)

-- Vanpool driver:	Bob Smith	555-3048 office	555-1211
Backup drivers:	Mary Andrews	555-3847	555-7962
Riders:	Mike Tallent	555-2838	555-2287
	Tom Spencer	555-9957	555-2970
	Bob Emerson	555-7895	555-5501
	Susan Jacobs	555-3849	555-7433
	Sally Aungst	555-8203	555-9347
	James Booker	555-0990	555-8998
	Sharon Stepp	555-4832	555-2011
	Patti Mitchell	555-4950	555-5683
	John Everett	555-2822	555-6473
	Lewis Morgan	555-7362	555-2835
	Stan Scott	555-8081	555-6782

Save money coming and going.



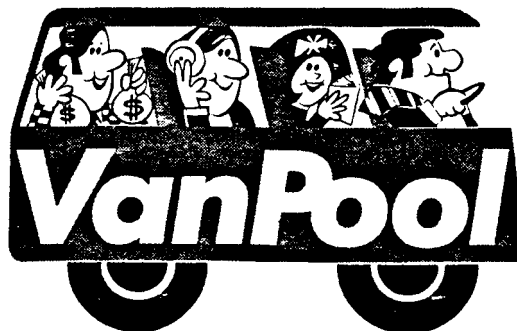
Save money on your way to work. And on your way home. Each trip costs much less than driving when you go by a company Vanpool.

You also save wear and tear on your car. And on gas. And on repairs and insurance. Or you can save on a second car altogether, and save that much more.

Why spend extra money going to work, when you can save just by joining a Vanpool.

VANPOOL FROM- _____
Call for Information- _____

**GET USED
TO SPENDING
LESS**



VANGO THE SENSIBLE COMMUTING ALTERNATIVE

1. WHAT IS VANGO?

VANGO is a non-profit, government-funded corporation committed to the organization of commuter vanpools in Maryland. Our services eliminate the financial risk to companies and vanpoolers, simplify getting started and are provided at no cost to the users.

2. WHAT IS A VANPOOL?

A vanpool is a 12-15 seat passenger-van carrying commuting employees between home and work. All costs are divided evenly among the riders. The driver rides free and gets use of the van after work, on weekends and holidays for only a small mileage charge. Each vanpool is a self-supporting, self-operating, independent unit.

3. WHO BENEFITS FROM VANPOOLING?

It's hard to believe, but with vanpooling, everyone benefits!!!

PASSENGER BENEFITS:

- no long term commitment
- reliable, economical commuting
- safe, comfortable, air-conditioned ride
- guaranteed seating
- express, door-to-door service
- no rush-hour driving or parking hassles
- chance to read, sleep or relax en route
- more free time
- reduction in personal auto insurance
- possible large savings if need for commuting car is eliminated
- one low monthly fare (no initiation fee or dues to worry about)

COMPANY BENEFITS:

- reduction in traffic congestion around work site
- reduction in employee parking spaces needed
- decreased absenteeism and tardiness
- improved employee morale
- improved public relations
- an employee benefit at no cost to the company
- increased labor market area
- free on-site assistance from VANGO
- no company liability
- VANGO provides free computerized employee matching service

COMMUNITY BENEFITS:

- large energy savings (vans get 150 passenger miles per gallon)
- better air quality by reducing auto pollution
- fewer vehicles on roads at rush hour
- less need for new parking lots
- no tax dollar subsidies required
- more efficient land use
- less wear and tear on roads
- no costly construction delays—vans are available today!

4. OKAY, VANPOOLING SOUNDS GOOD, BUT WHY USE VANGO?

VANGO can provide everything a company or commuting group needs to get started:

- obtain the van
- accept financial responsibility for the van
- have van inspected and licensed
- provide ample insurance
- simplify paperwork procedures and regulatory requirements

- train drivers and co-drivers and assist in getting Class "C" drivers license
- provide emergency back-up vans

5. AGAIN, IT SOUNDS GOOD, BUT WHAT'S THE BOTTOM LINE?

Monthly fares vary from one vanpool to another depending on the price of gas, the roundtrip mileage and the number of passengers. Passengers pay only their fares; there are no other charges, surcharges or down payments. A current rate card should be enclosed with this brochure. If not, call VANGO at 301-796-Pool (7685) in Baltimore for current rates.

6. SUPPOSE I TRY IT AND DON'T LIKE IT?

Simply don't pay next month's fare and you're automatically out! No penalty, no fine, no long-term contract. Your only obligation is for one month.

7. O.K., I THINK I'D LIKE TO TRY IT. WHAT SHOULD I DO?

- If you live 8-10 miles from work, or further and
- If you know 8-10 others who live near you and work at about the same hours, and
- If you and they are interested in commuting together, and
- If one of your group is 25 (or older) and is willing to be the driver then —

Simply fill in and mail the attached coupon. We'll get in touch and help you get your group in a van. Of course, filling in the coupon puts you under no obligation.

the sensible commuting alternative

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suite E-100
lithicum, maryland 21090

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Date _____

Please send me more detailed information.

I am interested in:

☐ Driving ☐ Riding ☐ Forming a new vanpool

Estimated roundtrip commuting mileage _____

Present form of transportation to work _____

If carpool, number of people _____

Approximate total no. of employees where I work _____

Name: _____

Company: _____

Address: _____

Address: _____

Town _____ Zip _____

Town _____ Zip _____

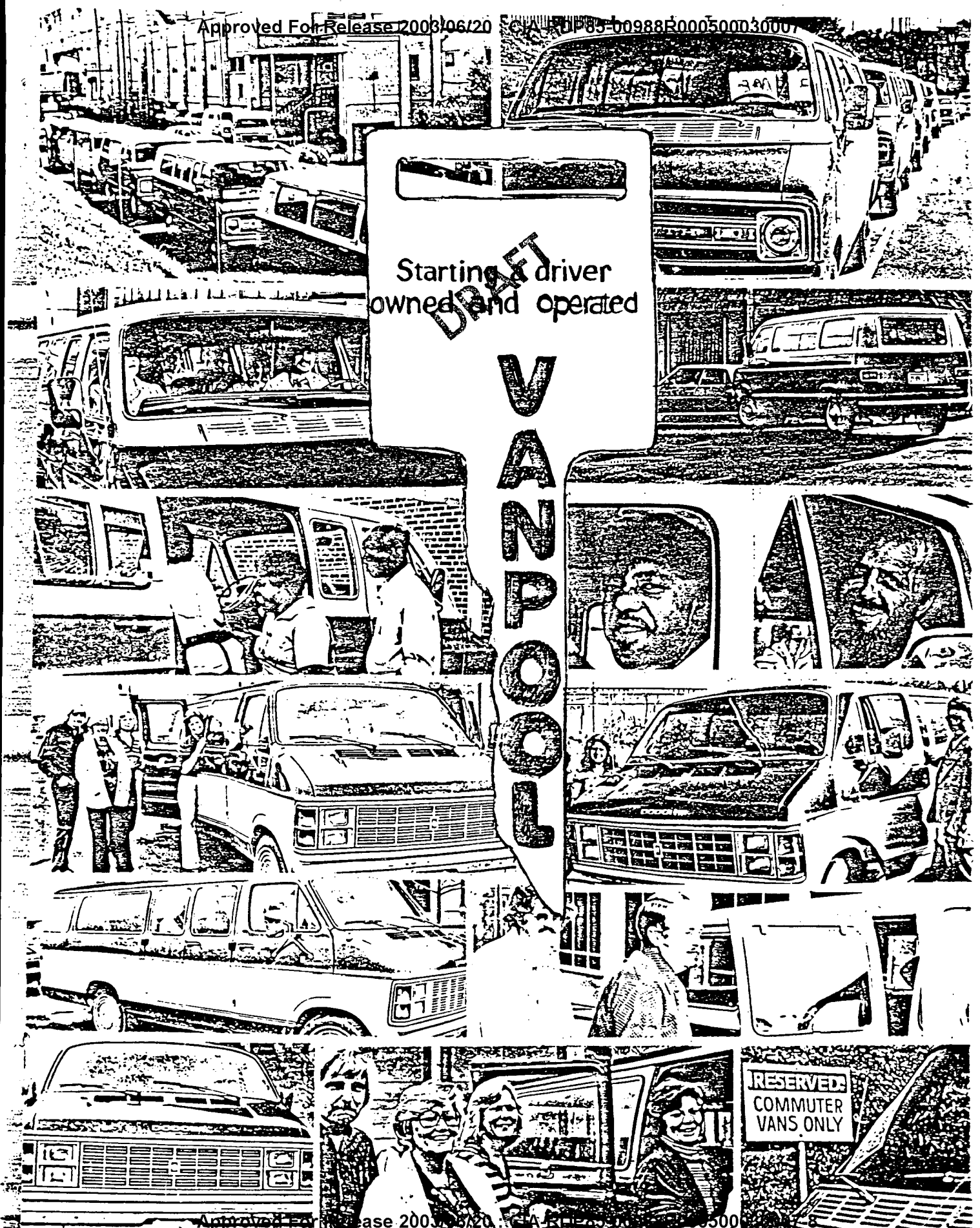
Starting & driver
owned and operated

VANPOOL

RESERVED
COMMUTER
VANS ONLY

Starting a driver
owned and operated

VANPOOL



"We Drive in a Vanpool Because..."

"I have use of the van for personal/family use."

"We drive to work free."

"Our plant gave us preferred parking. It sure is nice to be close to the entrance when it's raining."

"My passengers didn't like driving in traffic so they chose to vanpool."

"My riders have a good time commuting."

"It's cheaper."

"The vanpool keeps my car and about six others off the road."

"The ability to use the van to go to meetings is a big asset to me. My only car is more available to my wife."

"The van holds my four kids' bicycles when we go to the mountains on weekends."

"I love driving the van."

"I earn \$75 and up each month plus ride to work free."

"Once I got started, I soon had a full van and a waiting list of riders."

"We have our own commuting business."

DRAFT

Purpose of this Manual

This manual was developed to provide a step-by-step guide for those people who wish to own and operate a vanpool.

October 1979

Prepared for and reprinted by
U.S. Department of Energy
Office of Conservation and Solar Applications
Washington, D.C. 20461



Applied Ridesharing Technology Inc.
P.O. Box 2105
Knoxville, Tn. 37901

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Town _____ Zip _____

Home Phone: _____

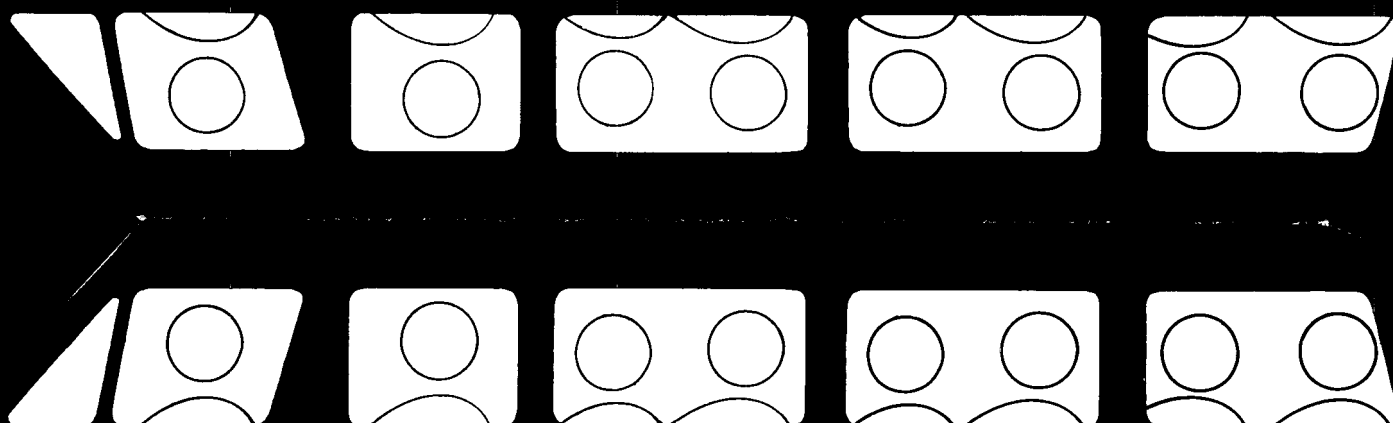
Work Phone: _____

Approved For Release 2003/06/20 : CIA-RDP85-00988R000500030007-8

Work Hours: _____

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